



# CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF STATE HOSPITALS

## Assistant Coordinator of Nursing Services

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### EXAMINATION TYPE AND POSITION LOCATIONS

This is an open examination for the Department of State Hospitals (DSH) for the following location(s):

DSH - Atascadero  
DSH - Metropolitan  
DSH - Patton

DSH - Coalinga  
DSH - Napa

State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

### HOW TO APPLY

MAIL OR HAND DELIVER BOTH, A STATE APPLICATION (STD. 678) AND TRAINING AND EXPERIENCE EXAMINATION TO:

DEPARTMENT OF STATE HOSPITALS-SACRAMENTO  
SELECTION SERVICES UNIT  
1600 9TH STREET, ROOM 121  
SACRAMENTO, CA 95814 (916) 651-8832

California Relay for the hearing impaired:  
From a TDD Phone (800) 735-2929  
From a Voice Phone (800) 735-2922

**DO NOT SUBMIT A STATE APPLICATION (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

**NOTE:** All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

### EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 3 months. If you have taken an examination for this classification with the Department of State Hospitals- Atascadero, Coalinga, Metropolitan, Napa, Patton, Sacramento, Salinas Valley, Stockton, or Vacaville within the last 3 months, you are not eligible to compete in this examination.

### FINAL FILE DATE

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services Unit will contact you to make special testing arrangements.
<b>SALARY RANGE</b>	<p>Range T: \$7,439 - \$9,316*</p> <p>*Salary reflects the increase effective 7/1/2015.</p> <p>The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your State Application (STD. 678) indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p><b>NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.</b></p>
<b>MINIMUM QUALIFICATIONS</b>	<p>Possession of the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nursing. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nursing will be admitted to the examination, but they must possess all legal requirements as determined by the Board before they will be eligible for appointment.) <b>And</b></p> <p style="text-align: center;">Either I</p> <p>A Bachelor's Degree in Nursing or a related health field with two years of supervising experience in a facility providing inpatient services for developmentally/mentally disabled patients.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience as a Supervising Registered Nurse or Unit Supervisor with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.</p> <p style="text-align: center;">Or III</p> <p>Two years of experience as a Health Services Specialist with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.</p> <p style="text-align: center;">And</p> <p>One year of documented shift lead experience in a California state hospital.</p> <p style="text-align: center;">Or IV</p> <p>Three years of experience in a California state hospital in a nursing classification comparable in level to a Registered Nurse, Range B, (two years of which shall have been in a documented shift lead capacity) with evidence of successful completion of a specialized course in performing physical assessment of developmentally or mentally disabled persons.</p>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Demonstrated leadership ability; and self-confidence.

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**JOB DESCRIPTION**

Under the direct supervision of the Coordinator of Nursing Services, the Assistant Coordinator of Nursing Services has hospital-wide responsibility on all shifts for directing and coordinating emergency nursing services to patients, employees, and visitors of all Department of State Hospitals; adjusts staffing when necessary to assure staffing minimums are consistent with Title 22 and JCAH standards; takes charge when internal disasters or any other crisis relating to the delivery of medical nursing services occur; initiates emergency nursing services as needed; coordinates necessary communications with outside public and private sources; plans and assists in the training of nursing staff; acts as coordinator of nursing services in his/her absence; and performs other related duties.

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**EXAMINATION  
INFORMATION**

This examination will consist of a Training and Experience Examination – Weighted 100%

[\*\*CLICK HERE FOR THE TRAINING AND EXPERIENCE EXAMINATION.\*\*](#)

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Examination process.

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**EXAMINATION  
SCOPE****Knowledge of:**

1. Professional nursing principles, practices and techniques related to physical care and psychological care.
2. Policies, rules, regulations, and procedures of hospital organization.
3. Concepts and methods of consultation.
4. Principles and practices used in training nursing services staff.
5. Administration of medication and narcotics.
6. Labor relations, i.e., contracts, grievances, and complaint handling.
7. State hospital mentally and developmentally disabled program policies and procedures.

**Ability to:**

1. Analyze situations accurately and take prompt, effective action.
  2. Observe and evaluate the quality of nursing care, make nursing recommendations, and develop a plan of care.
  3. Evaluate staffing needs based on hospital procedures and take action to assure staffing minimums.
  4. Perform evaluations and audits of services provided.
  5. Communicate effectively.
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**ELIGIBLE LIST  
INFORMATION**

Departmental open eligible lists will be established for the Department of State Hospitals-Atascadero, Coalinga, Metropolitan, Napa and Patton. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa and Patton. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

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**VETERANS'  
PREFERENCE**

Veterans' preference will be granted in this examination.

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## GENERAL INFORMATION

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of State Hospitals, Selection Services Unit at (916) 651-8832 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**State Applications (STD. 678) are available** at the California Department of Human Resources, local offices of the Employment Development Department, the Department of State Hospitals, and accessible on the internet at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of State Hospitals** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the State Applications (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S Street Sacramento, CA 95811.)

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## DEPARTMENT OF STATE HOSPITALS

Selection Services Unit  
1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922